

JUN 15 1953

Chief, Real Estate and Construction Division

Acting Chief of Logistics

"Logistical and Operational Planning Manual", Draft of

1. The subject draft manual is forwarded for your amplification and comments. The manual when completed will set forth a number of fundamental standard planning factors essential in the preparation and development of sound, comprehensive and understandable logistical plans in support of operations. The Preface elaborates on the development, use, importance and contents of the manual.

2. Specific sections of the manual are presently being edited and amplified by the various staffs, as well as the Procurement and Supply Divisions of the Logistics Office, the Medical, Communications and Operations Offices. The Coordination and Requirements Staff has outlined the various sections and indicated those undrafted portions of interest to other offices. An Index and a Bibliography will be included in the approved text.

3. As indicated in Chapter VII, data relating to your division is included as an aid in the preparation of initial estimates of construction material and manpower requirements in support of planned operations. This section should be reviewed and amplified by your office to include other areas of your responsibility such as overseas construction policies, base development, utilization of local resources, storage requirements, conservation of materials and manpower, construction priorities, etc.

4. Revision and refinement of data must be a continuing process, and it is important that all concerned understand the need for forwarding comments, suggestions for improvement, additions or corrections to the Coordination and Requirements Staff, Logistics Office. The target date for revision is 30 July 1953. It is requested that your comments and information be forwarded to the Coordination and Requirements Staff by this date.

SIGNED

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